



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker

Mayor

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<https://purchasing.houstontx.gov>

March 9, 2012

Subject: Letter of Clarification No. 1
PAINTS, SOLVENTS, SUPPLIES AND EQUIPMENT

Reference: Invitation to Bid (ITB) No.: S21-S24197

To All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 1. At the E-bidding website, the description has been **changed** for Line Items, Item No. 3; and Price List Rustoleum requirements have been **added**.
 2. In Section B, pages 8 and 9 of 21 replace with attached pages 8 and 9 of 21 marked revised March 7, 2012.
- To answer the following questions:
 1. Question: *"Can this requirement be waived as the City offered a sample ACORD certificate of insurance that is out of date?"*

Answer: *"In Section C, **replace** 'pages 17 and 18 of 21 with attached pages 17 and 18 of 21 marked revised March 7, 2012. Provision 26.0, Insurance has **changed**."*
 2. Question: *"Can other coverage/policy be acceptable in lieu of the Medical Expense coverage?"*

Answer: *"No."*

Partnering to better serve Houston

Council Members: Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez
James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford
Jack Christie **Controller:** Ronald C. Green

Subject: Letter of Clarification No. 1
Paints, Solvents, Supplies and Equipment for Various Departments

3. Question: *"Are potential bidders obligated to fulfill the 11% MWBE participation goal?"*

Answer: *"The 11% M/WBE participation goal is a good-faith effort that is a requirement of this solicitation."*

4. Question: *"It is the understanding of the City of Houston that if a bidder per the definition of 'The State Purchasing and General Services Commission defines Principal Place of Business as follows: has at least one permanent office located in Texas from which business activities other than submitting bids to governmental agencies are conducted and from which the bid submitted, and has at least one employee who works in the Texas office.' Is that the governing definition for this bid?"*

Answer: *"No, it is for all solicitations."*

- Due to the aforementioned change(s) to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

Laura A. Marquez
Procurement Specialist
Strategic Purchasing Division
(832) 393-8735


LMI:DRH:lm

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TECHNICAL SPECIFICATIONS FOR PAINTS, SOLVENTS, SUPPLIES AND EQUIPMENT FOR VARIOUS DEPARTMENTS, CONTINUED:

9.0 DELIVERY LOCATIONS:

The Supplier agrees to make deliveries within five (5) working days only upon receipt of duly signed and approved purchase orders issued and agrees to make deliveries to the following locations:

- 9.1 George Bush Intercontinental Airport (Hours of Operation 8:00 am to 4:00 pm)
Location address listed on Purchase Order
Houston, TX. 77032
- 9.2 William P. Hobby Airport (Hours of Operation 8:00 am to 4:00 pm)
Location address listed on Purchase Order
Houston, TX 77061
- 9.3 Ellington Airport (Hours of Operation 8:00 am to 4:00 pm)
6011 Farley Road
Houston, TX 77034
- 9.4 City of Houston Airport System (Hours of Operation 7:00 am to 5:00 pm)
Supply Chain Management
18600 Lee Road
Humble, TX 77338
- 9.5 City of Houston Public Works and Engineering (Hours of Operation 7:00 am to 4:00 pm)
319 St. Emmanuel
Houston, Texas 77002
- 9.6 City of Houston Solid Waste Management (Hours of Operation 7:00 am to 4:00 pm)
5711 Eastex Freeway
Houston, Texas 77026

10.0 QUARTERLY REPORTS:

The Supplier shall provide quarterly reports by product/part number for each Department's purchase orders and procurement card transactions (P-Card). The quarterly report will consist of department name, transaction type, product/part number, description and quantity. The quarterly report will be due by the first Friday of every fourth month. The Supplier will submit their quarterly report via email to laura.marquez@houstontx.gov or via post office mail to L. Marquez, 901 Bagby, Suite B200, Houston, Texas 77002.

11.0 DEFINITIONS:

- 11.1 **Coatings:** Paint, Primer, Enamel, Latex, Acrylic-Alkyd, Acrylic, Urethane, Polyurethane, Varnish, Epoxy, Alkyd that covers surface area. Non-concrete/masonry coatings. For all container sizes 1/2 pint to 5-gallon and the accompanying aerosol can.
- 11.2 **Spray Coatings:** Drywall Texture, Ceiling Texture, enamel spray, lacquer, aerosol sprays for (plastic, stainless steel finish, bbq & stove), water and solvent based. For all aerosol container sizes 10 oz to 20 oz.
- 11.3 **Sundries:** Miscellaneous items or tools (rollers, roller trays, wood filler, sand paper, steel wool, caulk, sealant, gloves, masking tape, drop cloth, paint brush, rollers), non-paint/coating products.
- 11.4 **Spray Equipment:** Light, Medium and Heavy-duty line striping machines (motorized), electric/motorized sprayers, air compressors, spray guns and related accessories and parts (hose, filter, tips).

12.0 INVOICES FOR DEPARTMENTS:

- 12.1 City of Houston
Department of Public Works and Engineering
Accounts Payable – Supply Contracts
Attn: Craig Foster
P.O. Box 61489
Houston, Texas 77208-1489

- 12.2 City of Houston
Department of Solid Waste and Management
Attn: Randy Tims
P.O. Box 1562
Houston, Texas 77251-1562